Georgia State University

Job Specification

Job Title: Food Operations Supervisor-Panther’s Den

BCAT Code: 092X03  Effective Date: June 1, 2011
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides in-house food services, on-site administration and/or operational supervision to the Panther’s Den under the general direction of the Facilities and Events Manager.

Examples of Duties
- Assists in the coordination of every day operations and the monitoring of budgets.
- Opens and closes the establishment.
- Ensures and maintains an accurate Point of Sale (POS) system, inventory software reconciliation, the PeopleSoft payroll, and the menu operations of the daily sales and special events.
- Supervises, recruits, and trains the full-time and part-time staff and students.
- Reviews and monitors the financial performance of the assigned operations.
- Monitors and controls the scheduling and overtime.
- Adheres to and maintains the appropriate internal controls, such as the budget and expenditures, payroll and personnel, policies and procedures, the Spectrum system access and the security of the buildings.
- Stays current on applicable laws, rules, and regulations of the federal, state, county, and city government.
- Coordinates the facilities and equipment maintenance and repair services.
- Represents and promotes the interests and mission of Auxiliary and Support Services in various meetings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Thorough knowledge and understanding of a broad range of office, retail, and food service operations and procedures.
- Knowledge of nutrition and dietary standards.
- Knowledge of Microsoft software, such as Word, Excel, PowerPoint.
- Knowledge of managing and training staff in the food service environment.
- Excellent customer service and positive management skills.
- Effective time management and organizational skills.
- Effective presentation skills; excellent written and verbal communication skills.

Minimum GSU Hiring Standards
Associate’s degree in Business Administration, Hospitality Management, Culinary Arts or related field and three years experience in food service management and administration; or a combination of education and related experience. Must be ServSafe certified.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section